



# Wheatland Fire Authority

## EMPLOYMENT APPLICATION

POSITION APPLIED FOR:

**FIRE CHIEF**

**INSTRUCTIONS:** Please read the job announcement to determine if you possess the qualifications for the position for which you are applying. Application must be typed or printed and signed in black ink, insuring that application and attachments are legible. Answer all questions accurately and completely. All statements in your application are subject to verification and incorrect or incomplete statements may bar or remove your application from consideration. Please read the "Certification of Applicant" at the end of this application carefully before signing.

### SECTION 1 – PERSONAL INFORMATION

NAME (Last, First, Middle Initial)	HOME TELEPHONE
MAILING ADDRESS (Number and Street)	OTHER CONTACT PHONE
CITY, STATE, ZIP CODE	EMAIL ADDRESS
DRIVER'S LICENSE INFORMATION:	
STATE OF ISSUE:	NUMBER:
CLASS:	EXPIRATION DATE:
IF HIRED, CAN YOU SUBMIT PROOF OF RIGHT TO WORK IN THE UNITED STATES?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU BEEN DISCHARGED OR FORCED TO RESIGN A POSITION (If YES, attach a written explanation of circumstances)	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THE WHEATLAND FIRE AUTHORITY?	YES <input type="checkbox"/> NO <input type="checkbox"/>
ARE YOU AT LEAST 18 YEARS OF AGE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DO YOU HAVE ANY RELATIVES WORKING FOR THE WHEATLAND FIRE AUTHORITY? (If YES, attach a written document with name and relationship)	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? (If YES, attach a written explanation of circumstances) <i>NOTE: Conviction is not necessarily a bar to employment. Each case is given individual consideration.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
ALL POTENTIAL EMPLOYEES WILL SUBMIT TO A THOROUGH BACKGROUND CHECK BEFORE APPOINTMENT.	

DO YOU POSSESS AND LICENSE, CERTIFICATE OR ARE THERE OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY MEET THE REQUIREMENTS AS STATED ON THE JOB ANNOUNCEMENT? PLEASE DESCRIBE BELOW (An attachment may be included if more room is needed to answer):

### SECTION 2 – EDUCATIONAL INFORMATION

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	UNITS EARNED		DIPLOMA / DEGREE	YEAR GRADUATED
			QUARTER UNITS	SEMESTER UNITS		
HIGH						
COLLEGE						
OTHER (Specify) BUSINESS, TRADE, ETC.						

INDICATE THE TYPE OF WORK YOU WILL ACCEPT: FULL TIME ☐ PART TIME ☐

FIRE AUTHORITY USE ONLY

Application Review Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Not Approved By: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

WFA RECEIVED BY STAMP GOES BELOW:

### SECTION 3 – EMPLOYMENT HISTORY

In order for your application to be considered, the following section must be completed. A resume MAY be attached, but will not accepted in lieu of filling out this section. List below all present and past employment *for the last 10 years*, beginning with your most recent employment. Explain gaps between employment periods in an attachment. If more space is needed, you may attach copies of this page and you may include attachments to further detail specific sections. Please attach additional pages to this application securely. Incomplete information MAY result in disqualification.

#### PRESENT OR LAST POSITION

DATES MONTH / YEAR	COMPANY:	POSITION HELD:	STARTING SALARY:
FROM:	MAILING ADDRESS:	SUPERVISORS NAME AND TITLE:	FINAL SALARY:
TO:	CITY, STATE, ZIP CODE	REASON FOR LEAVING:	PHONE NUMBER:
MAY WE CONTACT?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	DESCRIBE YOUR DUTIES:		

#### NEXT PREVIOUS POSITION

DATES MONTH / YEAR	COMPANY:	POSITION HELD:	STARTING SALARY:
FROM:	MAILING ADDRESS:	SUPERVISORS NAME AND TITLE:	FINAL SALARY:
TO:	CITY, STATE, ZIP CODE	REASON FOR LEAVING:	PHONE NUMBER:
MAY WE CONTACT?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	DESCRIBE YOUR DUTIES:		

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DATES MONTH / YEAR	COMPANY:	POSITION HELD:	STARTING SALARY:
FROM:	MAILING ADDRESS:	SUPERVISORS NAME AND TITLE:	FINAL SALARY:
TO:	CITY, STATE, ZIP CODE	REASON FOR LEAVING:	PHONE NUMBER:
MAY WE CONTACT?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	DESCRIBE YOUR DUTIES:		

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DATES MONTH / YEAR	COMPANY:	POSITION HELD:	STARTING SALARY:
FROM:	MAILING ADDRESS:	SUPERVISORS NAME AND TITLE:	FINAL SALARY:
TO:	CITY, STATE, ZIP CODE	REASON FOR LEAVING:	PHONE NUMBER:
MAY WE CONTACT?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	DESCRIBE YOUR DUTIES:		

#### NEXT PREVIOUS POSITON

DATES MONTH / YEAR	COMPANY:	POSITION HELD:	STARTING SALARY:
FROM:	MAILING ADDRESS:	SUPERVISORS NAME AND TITLE:	FINAL SALARY:
TO:	CITY, STATE, ZIP CODE	REASON FOR LEAVING:	PHONE NUMBER:
MAY WE CONTACT?  YES <input type="checkbox"/>  NO <input type="checkbox"/>	DESCRIBE YOUR DUTIES:		

#### **SECTION 4 – CERTIFICATION OF APPLICANT**

I certify that all statements made in this application and accompanying materials are complete, accurate, and true to the best of my knowledge. I agree and understand that any omissions or misstatements of material facts contained in the application may cause me to forfeit all rights to employment with the Wheatland Fire Authority. I understand that the information provided by me will be verified. I authorize the release of pertinent information to the Fire Authority by employers and educational facilities. This application is good for 180 days from the date below.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

(Black ink signature required for application to be complete)

\_\_\_\_\_  
**DATE**

**Mail completed application packet to:**

**Mr. Steve Wright, City Manager  
City of Wheatland  
111 C Street  
Wheatland, CA 95692  
(530) 633-2761**

**Filing deadline is 5:00p.m. on April 23, 2010**



# Wheatland Fire Authority

P.O. Box 119

4514 Dairy Road

Wheatland, California 95692

Telephone (530) 633-0861

Fax (530) 633-8215

[www.wheatlandfireauthority.com](http://www.wheatlandfireauthority.com)

## FIRE CHIEF RECRUITMENT SUPPLEMENTAL QUESTIONNAIRE

### INSTRUCTIONS:

This non-confidential Supplemental Questionnaire is designed to elicit information regarding each applicant's abilities, knowledge, and experience in relation to the Fire Chief position.

Please answer the questions on the attached sheet. If there is a question regarding experience that you do not have, include examples of similar experience that would demonstrate your ability or potential to perform the specific function. Please limit your responses to one page for each question. Attach your answer sheets to this cover page (staple or clip) and be sure to include your contact information in the space below.

The text on the answer sheets must be in a legible font and no smaller than size 11.

This information will be used in conjunction with the interview to assist the interview panel in determining the most qualified candidate for the Fire Chief position.

Please list your name, address and telephone number in the space below.

**WHEATLAND FIRE AUTHORITY  
FIRE CHIEF RECRUITMENT  
SUPPLEMENTAL QUESTIONNAIRE**

- 1. Describe your experience as a Chief Officer in the Fire Service. Please include employer name(s), your job title(s) and the amount of time spent in those positions.**
- 2. Describe your experience in managing volunteer fire personnel and describe what methods or steps you use to motivate, train and keep those volunteer personnel active and interested in the organization.**
- 3. Describe the most complex incident you have responded to in the last 12 months and explain your role. How did your response impact the incident outcome?**
- 4. Describe the skills and personal traits you have that are used to resolve personnel conflicts and problems. Provide an example, if possible, of a serious issue or conflict that you resolved successfully using these skills and traits.**
- 5. Describe your experience in managing and/or working with fire agency budgets, budget development, revenue enhancement and grant funding.**